



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

JUN 19 2003

Foxx and Company
ATTN: Mr. Martin O'Neill, Partner
700 Goodall Complex
324 West Ninth Street
Cincinnati, OH 45202-1908

Dear Mr. O'Neill:

SUBJECT: WORK ORDER NO. 03 ENTITLED, "BUDGET AND REPORTING NUMBER
STRUCTURE PROCESS DOCUMENTATION," UNDER DELIVERY
ORDER DR-09-03-127 UNDER GSA FSS CONTRACT NO. GS-23F-9832H

In accordance with the Terms and Conditions, DELIVERY ORDER CLAUSES, of the subject contract, this letter definitizes the subject work order. This effort shall be performed in accordance with the enclosed Statement of Work.

The period of performance for Work Order No. 03 shall be from June 30, 2003 through October 31, 2003 at the fixed price amount of \$26,973.

This work order obligates funds in the amount of \$26,973. The accounting data for Work Order No. 03 is as follows:

B&R No.:	37N-15-532-358
FIN No.:	L1965
Appropriation No.:	31X0200.37N
BOC No.:	252A
Obligated Amount:	\$26,973

The following individuals are considered to be essential to the successful performance of the work hereunder: [REDACTED]

The Contractor agrees that such personnel shall not be removed from the effort under the work order without compliance with contract clause, NRCAR 2052.215-70 entitled, "KEY PERSONNEL."

Your contacts during the course of this work order are:

Technical Matters: Robert Rakowski, Project Officer
(301) 415-7340

Contractual Matters: Amy Siller, Contracting Officer
(301) 415-6747

The issuance of this work order does not amend any terms or conditions of the delivery order under the GSA FSS contract.

Please indicate your acceptance of this work order by having an official, authorized to bind your organization, execute three (3) copies of this document in the space provided and return two (2) copies to the U.S. Nuclear Regulatory Commission, ATTN: Ms. Amy Siller, ADM/DC/CMC2, Mail Stop T-7-I-2, Washington, DC 20555. You should retain the third copy for your records.

Sincerely,

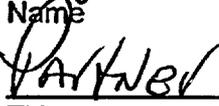


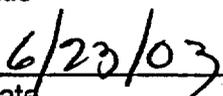
Amy J. Siller, Contracting Officer
Contract Management Center 2
Division of Contracts
Office of Administration

Enclosures:
As stated

ACCEPTED:



Name


Title


Date

Statement of Work
Work Order No. 3 under Job Code L1965
Contract No. DR-09-03-127

Title: Budget and Reporting Number Structure Process Documentation

Technical Monitor: Robert E. Rakowski, OCFO - (301) 415-7340
Designated Alternates: Anthony C. Rossi, OCFO - (301) 415-7379
Barbara K. Gusack, OCFO - (301) 415-6054

Background

The system of budget and reporting (B&R) numbers provides a framework for controlling funds and identifying, recording, and analyzing financial resources and transactions. This framework is designed so that funds may be allotted, allocated, committed, obligated, and expensed in a manner consistent with the structure used for budget formulation. The financial data collected within this framework serves as a basis for preparing and supporting the agency's budget request, controlling the execution of the agency's appropriated funds, supporting the agency's cost management efforts, and providing financial information required by the Office of Management and Budget, and the Department of the Treasury.

The agency's B&R number structure is maintained in a database. The database is updated as changes are made to the structure. The OCFO, Division of Planning, Budget, and Analysis (DPBA) updates this document annually to conform to the structure used for budget formulation and at other times as required to meet operational requirements during budget execution.

The B&R coding is a key element in relating information in NRC's enterprise of systems. The B&R number is assigned by the OCFO, DPBA. This approach is necessary to ensure that the agency's accounting system is prepared to accept such numbers prior to recording financial documents.

Scope

The scope of this work is to document the B&R structure process by observing the steps involved. Major steps in the process include: Draft Guide, Final Guide, Web Maintenance, Division of Financial Management (DFM) Electronic Master File, and Daily Requests.

Objective

OCFO/DPBA requests contractor assistance to develop a comprehensive set of desk procedures which will document the entire Budget and Reporting Number Structure process (final product). This will include high level description of this agency-wide process as well as detailed steps sufficient for anyone to adequately follow.

Work Requirements

The contractor shall provide qualified personnel to complete the following tasks:

1. Observe employee performing the process (Refer to schedule in Attachment 1).
2. Document process while it is being performed. The documentation should reference timing, all interactions/input from other offices, database changes, and sample copies of transmittal memoranda, and other documents.
3. Periodically submit sections for staff review as sections are completed.

Level of Effort

The level of effort is estimated to be 80 hours for Partner and 240 hours for Manager.

Period of Performance

The period of performance is June 30, 2003 through October 31, 2003.

Deliverables

The contractor shall provide a draft report by September 30, 2003, and a final report by October 31, 2003.

Meetings

The contractor shall attend approximately five (5) status meetings at the NRC's Two White Flint North building located at 11545 Rockville Pike, Rockville, Maryland. The date and time of each meeting will be coordinated between the contractor and the NRC Project Officer or designated alternates.

NRC Furnished Materials/Equipment

The NRC shall provide the contractor with the following items for use under this task order:

- (1) Computer reports, financial and accounting documents, and other documentation relevant to this task order.
- (2) Personal computers, calculators, telephones, copy and facsimile machines will be provided to certain on-site contractor staff support of this task order.

Currently, the schedule for producing the FY 2004 B&R/T&L Guide is as follows:

FY 2003

May 8th - 19th: Patrice is out of the office

May 26th: Holiday

May 27th - 6th: Complete Draft FY 2004 B&R/T&L Guide

June 6th: Draft to Sandi for concurrence/signature

June 10th: Send guide to copy center

June 13th: Issue Draft FY 2004 B&R/T&L Guide

July 4th: Holiday

July 11th: Comments due from offices

July 14th - 18th: Patrice is out of the office

July 21st - July 25th: Review, coordinate, and incorporate

July 25th: Draft to Sandi for concurrence/signature

July 30th: Send Guide to copy center

August 1st: Issue Final FY 2004 B&R/T&L Guide

September 1st: Issue file to the Division of Financial Management